

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 22 MARCH 2023 AT 6.45pm VIA TEAMS

Membership

NAME	INITIAL	Governor category	Term Start date	Term Expiry date
Gary Robson (Chair)	GR	Co-Opted (1)	19/09/2019	18/09/2023
Genevieve Hughes	GH	Co-Opted (1)	20/11/2019	19/11/2023
Carl Spitzer	CS	Co-Opted (1)	28/09/2020	27/09/2024
Vacancy		Co-Opted (1)		
Fiona Moffatt	FM	Staff Governor (1)	21/07/2021	20/07/2025
Mark Hilton	MH	Parent (1)	02/12/2019	01/12/2023
Juliet Natali	JN	Parent (1)	23/10/2020	22/10/2024
Kelly Flitterman	KF	Parent (1)	17/11/2021	16/11/2025
Denzil Jenkins	DJ	Parent (1)	1/11/2022	31/10/2026
Tony Woodward	TW	Headteacher		Ex-officio
Michelle Moss (SBM)	MM	Associate	12/10/2022	11/10/2023
Annie Ashraf (DHT)	AA	Associate	12/10/2022	11/10/2023
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Anne White	AW	Clerk, HEP		

Approved
Challenges
Decisions
Actions

PART 1 – PUBLIC

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting. The meeting was **quorate**. Apologies had been received from AA. It was noted and agreed that FB as a Senior HEP Clerk be accepted as an observer to assist AW on her way to becoming the substantive GB Clerk. AW requested and the Governing Body (GB) **agreed** without objection that the Part 1 session could be recorded

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 None were made.

3. REGISTER OF INTERESTS

- 3.1 One form was outstanding. The SBM invited DB to send the ROI to her by email.

Action: DB

4. GOVERNING BODY AND COMMITTEE MEMBERSHIP

- 4.1 Code of Conduct: A few forms were outstanding. The Chair advised that they could be emailed/ dropped off to school for the attention of the SBM.

Action: DB, KF, CS GH

- 4.2 **Governors asked: Should the Code of Conduct be signed annually?** The Chair confirmed this was an annual requirement.

- 4.3 Some governors objected that the Code of Conduct required Governors not to join school-related social media groups with school parents. It was suggested this would be an inappropriate constraint on Parent Governors, since elsewhere the Code of Conduct already required Governors to “use their judgement and act in the best interests of the school and its pupils” and to “maintain a professional presence online and carefully consider how we interact with the school community”.

- 4.4 **Governors queried whether the GB had the powers to amend the Code of Conduct e.g. to amend the constraint regarding membership of school-related social media groups**

TW responded it was a model policy provided by the Local Authority. It was noted that the GB did have powers to amend its own Code of Conduct. The Governing Body AGREED to modify its Code of Conduct to remove the constraint on Governors regarding membership of private parent social media groups associated with the school.

Action: SMB to note

4.5 Review of changes in GB membership and succession planning: DB was introduced as the new LA Governor. It was AGREED LA Governor would liaise with Head regarding GB member recruitment.

Action: DB

4.6 It was AGREED the Chair to contact a Parent Governor (KF) about her stepping down by the end of this year. The Chair agreed to liaise with her about the process outside of the meeting.

Action: Chair

4.7 Vacancies: The role of Vice Chair remained vacant, pending expressions of interest. The Chair offered the role of Safeguarding Link Governor to any interested member of the GB. No Governors present expressed an interest in taking up the position. DJ expressed an interest in meeting with GR about link roles. Both AGREED to catch up.

Action: DJ & Chair

4.8 A vacancy existed for a Co-opted Governor. TW reported that his attempts to recruit had not yielded any results to date.

4.9 **Governors queried** the presentation of the terms of office on recent meeting papers; it was not clear whether the date referred to the start/end of a Governor's term. The GB AGREED henceforth that commencement and end dates for all Governors' terms of office be displayed on paperwork.

Action: Clerk

5. MINUTES OF THE PREVIOUS MEETING HELD ON 07 FEBRUARY 2023

5.1 The Minutes were accepted as an accurate record and APPROVED. The minutes of the meeting held on 7/2/2023 were signed by the Chair as a true and accurate record.

Action: School to file

5.2 Matters Arising:

(4.3 SBM agreed to check on receipt of all signed copies of the **Register of Interests form**)
Action: SBM Update by end of week commencing 27 March 2023 MM to receive DB's signed form

(4.3 TW/SBM to check who has signed the **Code of Conduct**)
Action SBM Update A few outstanding forms required from DB, CS and GH. GR advised that they can be emailed in or dropped off in school.

(4.3 Clerk to send MM a **model Code of Conduct Action CL**)
Update Completed

(7.4 GR to engage with the GB on which subjects and topics to cover in a deep dive review Action GR) Action: to remain live for now. GR to update GB
Action: Chair

(9.0 The Sport Policy is being updated; the new version will go back to the L&C Committee in Spring 2 for ratification, with delegated authority.)

Action LC&C Update MH they have not met as a group since
Action: MH

(12.0 GR still to check governance training data)

Action GR Update Not tackled as yet, TW or SBM to work with GR on 23 March 2023. Training Report is on Excel. TW states how important training is and all Governors to complete 1 item of training.

Addendum GR Check Governors training and feedback to the Group on any gaps or lack of training. TW advised that training should be embraced as follows: 1 personal. 1 Committee and 1 Governing body member

Action: Chair

- 5.3 Minutes of the previous Extra Ordinary GB Meeting held on 23 February 2023:
GR reported that the meeting notes that were presented for 23 February were notes and not minutes. GR confirmed that they had been received by the FGB it, and asked whether they had any queries. There were no queries.
- 5.3 Matters Arising: None reported.
- 6. COMMITTEE, SBM & LINK GOVERNOR REPORTS**
- 6.1 Learning & Community Committee: The Committee Chair advised the group had not met since the February FGB.
- 6.2 Resources Committee: It was reported that the Resources Committee had not met recently but had collectively by email recommended that the GB approve the SFVS. **The SFVS was APPROVED by the GB and would be sent to the LA once signed by the Chair**
- 6.3 Funding Applications Committee: Funding was being sought from lottery funding, corporate sponsorship matching or donations, working with Friends of Tetherdown and advice from HEP. Funding was needed for: Sound and lighting system in hall and external lighting. It was a big project to raise the profile of the Arts/Drama/Music Departments and professional training with a possible partner such as Jacksons Lane.
- 6.4 SBM Report: Health & Safety Update - A Health & Safety audit was due to take place on 27 March 2023. It would be led by the Head of LA's H&S Department who would thereafter provide a report to the school. The audit report would be sent to Resources Committee initially and the GB for review.
Action: SBM to present H&S audit report to Resources Committee & GB
- 6.5 There will be a report to the governors in summer one. (S1 Term). The report will also go to resources for review. Climbing frame would be operational from 23 March 2023 and would be inspected as part of the H&S audit on 27 March 2023. TW Thanked FM and SBM for their leadership and success with this project. He then asked if they would share their insights with the rest of the team in case of future projects. They agreed to do this.
Action: GH to provide a strength and weakness insight report for next FGB.
- 6.6 **Governors asked if there was any retention on the invoice which is standard in construction (in case of defects) observed for the climbing frame.** The SBM responded that no retention had been held.
- 6.7 **Governors asked if this was a full and final invoice.** SBM affirmed yes and that it was payable on completion. There was a discussion about different types of warranties which resolved some queries.
- 6.8 **Governors queried if permission had been received from the Landlord Haringey Council for the equipment to be sited at the school and if there was any final paperwork that had yet to**

be completed. SBM Answered that the Council were attending on Monday 27 March and that it would be addressed at this time.

- 6.9 Catering: The school had reviewed the price of the meals will be in London from September. The Mayor of London announced that all primary school children would receive free school meals from September. However, there would be a shortfall as prices have increased and the funding did not cover the full cost. The annual shortfall is predicted to be £20 per child.

Action: Resources Cttee Agenda: Catering – price of school meals & shortfall. Clerk

- 6.10 The Governors discussed options that they could pursue which included requesting donations from parents which they believe to be feasible. SMB reported that there is a 10p gap between what is received from the government and what is paid out in terms of meals for the infants.

Action: SBM to report back to GB

- 6.11 Feedback on school meals has been garnered and it will be communicated when SBM meets Olive Dining, on Wednesday 29th March, there have been issues with poor choice and inadequate portion sizes.

Action: SBM to report back to GB

- 6.12 Link Governors' Report: The Science Link Governor observed STEAM (Science, Tech, Engineering, Arts, Maths) is going to be the focus next year. She is interested in how Ofsted feedback would inform the training. TW announced that the subject leader for RE, will be invited to the next meeting, there will be a brief introduction. TW introduced his plan-proposal for a combined Arts link, and Link Governor role, so that the three members of staff in the team would meet with one Governor There would be an opportunity to see what the arts team have been doing. **The GB APPROVED the proposal. GH put herself forward for this role.**

Action: Head to invite and liaise with relevant parties including GH

7. CHAIR'S ITEMS

- 7.1 The Chair discussed the school feedback that had been received. This included Headteacher recruitment. He requested input from Governors with the intention of sharing it with Islington HR as part of the recruitment process for the new Headteacher. The Chair announced that there had been some responses to the recruitment and several potential candidates had arranged to visit the school.

Action: Governors to provide input to Chair

- 7.2 The GB discussed the ways in which information about the recruitment process of the new Headteacher could be shared with the school community in a transparent way that didn't exert additional burdens on school staff. It was suggested that the school could share what was an "Average Teacher's Day" with parents/carers, to share an insight into the amount of work teachers undertook on a daily basis. Chair would be providing content for the school newsletter.

- 7.3 **The PGL Visit was signed off last week (week commencing 20/03/2023).**

8. HEADTEACHER'S REPORT

- 8.1 Focus was on SDP (School Development Plan). To combat a rise in exclusions, the school had embarked on a new way to approach challenging behaviour, employing strategies and advice offered by HLP. It was reported that an improvement in behaviour had been seen; children were responding well.
- 8.2 SLT had all been taking part in safer recruitment training. Regarding the school quality of teaching, a full report has been received.
- 8.3 Work continues with curriculum development but progress since the last meeting is limited only due to the short period of time involved. In the Sping Term this will be examined.

- 8.4 The SLT are aware of budget constraints and how this will impact on recruitment and staffing.
- 8.5 There were questions and challenges from the Governors which included promoting the learning and outdoor space by promoting the saplings outdoor space (Treehouse School).
- 8.6 There was a recent meeting in March, of the Friends of Tetherdown Committee meeting, and an opportunity of inviting parents and families to an event on Friday the 5th of May to celebrate the Coronation, present the new climbing frame and outline the Outdoor Learning Strategy, within the SDP.
- 8.7 **Governors asked about the intensive fallout on a Parents' WhatsApp group.** It was explained that a disagreement between parents on a WhatsApp group had become divisive and escalated, resulting unusually in the Headteacher becoming involved to help de-escalate the matter. The issues were not to do with the school and the matter was now resolved, including through the development of a social media code of conduct to be shared with parents.
- 8.8 The revised **governor visit day** is Friday 16 June.

9. POLICY REVIEWS

The following policies were reviewed and APPROVED by the GB

- 9.1 Grievance Policy - A model LA policy.
- 9.2 Teacher Capability Procedure - A model LA policy.
- 9.3 Capability Procedure for support staff - A model LA policy.
- 9.4 Code of conduct - A model LA policy.
- 9.5 Whistle blowing policy - A model LA policy.

Action: SBM

- 9.6 **Governors asked in the case of a Grievance between the Headteacher and the Board of Governors, how is a Panel constituted?** TW said the procedure was to reach out to schools within the borough to supply independent Governors to sit on a grievance panel.
- 9.7 **Governors requested clarity on the written warning within regarding the Capability of Teachers policy.** TW said an informal process warrants a record of the meeting. In all cases the school would follow the HR policy and seek further advice where necessary.
- 9.8 **Governors AGREED to modify the Code of Conduct to allow them to be part of relevant groups that they were obliged to be part of. This was noted by SBM. Next year this may also have to be considered.**
- 9.9 SBM reported that the school had had a second GDPR audit in late February 2023, and was awaiting the draft report. A development was that the Freedom of Information Policy be taken out of the suite of policies and used as a standalone policy. It has already been approved. An additional privacy notice for contractors and visitors has been created and requires ratification as it has already been reviewed.

10. HEALTH & SAFETY

- 10.1 The SBM stated that there was nothing further to add to what had already been reported.
- 10.2 A H&S audit would take place on Monday the 27th of March. SBM will report back to the Resources Committee in the first instance before the full Governing Body. It will be a report on health and safety across the board. This will take place during Summer 1 and SBM will arrange with GH a date for her to come in to do her summer term visit.

Action: SBM

- 10.3 **Governors asked SBM who was doing the visit.** The GB was informed that the Head of health and safety for Haringey LA. The school buys into the health and safety SLA. **GR countered that should Haringey identify issues might they be able to proffer some funding.** The SBM responded that there have been issues and expenses which the school could not afford, so would push for funding from Haringey.
- 10.4 The SBM informed the Governing Body that there had been issues with Thames water that required urgent attention regarding leaks and that she had been liaising closely with them to resolve it. It has been affecting the school by blocking drains. and is deemed a health and safety risk.
- 11. GOVERNOR TRAINING**
- 11.1 Governors were requested by the Chair to add their names to the training matrix and update it.
Action: Governors to update
- 11.2 Some very positive engagement was noted by two of the Governors who had benefitted from the Haringey Governance Conference, and it proved very insightful, and a good networking opportunity with Councillors and other Governors in attendance. A lot of food for thought and good contacts were provided and Governors shared their recent experiences.
Action: DJ, and JN to liaise with Chair
- 12. DATES OF FUTURE MEETINGS**
- 12.1 See Appendix 3 for meeting cycle.
- 12.2 **Date of next GB Meeting:** Wednesday 17 May 2023 at 6.45pm: **On Zoom or in person to be determined.**
- 13. ANY OTHER BUSINESS**
- 13.1 None.

The Chair thanked everyone for attending. The meeting closed at 8:10pm.

Signed

G Robson, Chair of Governors

Date

12/3/24